



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

PARALEGAL **Collections Litigation and Bankruptcy**

Litigation paralegal to assist assigned attorney with the legal representation of the State of Indiana and the Indiana Department of Transportation. In addition to reporting to the assigned attorney, the Paralegal reports to the Section Chief of Collections Litigation and Bankruptcy.

Duties:

- Process incoming referrals from the Indiana Department of Transportation; open said referrals as files in Time Matters and Latitude.
- Assist assigned attorney in preparing correspondence, pleadings, and discovery, among other tasks.
- Assist assigned attorney in managing a high volume caseload dedicated to the Indiana Department of Transportation.
- Communicate directly with the Indiana Department of Transportation, other law firms, and courts on a regular basis.
- Assist assigned attorney by tracking progress of cases, maintaining the assigned attorney's calendar, and working with the court and/or other law firms to set hearings, meetings, or conferences.
- Maintains pleading and correspondence log using the Office's case management systems (Latitude, Time Matters, and Outlook).
- Close and archive files in Latitude and Time Matters.
- Processes monies in Latitude that are then distributed to the Indiana Department of Transportation; forwards checks or money orders to those agencies with a collection receipt to be signed and returned for the Office's records.
- Outsource uncollectible files to the outside collection agency, under the direction of the assigned attorney and the Section Chief, by using the software program Latitude.
- Any other duties as assigned by the assigned attorney and/or Section Chief of the Collections and Bankruptcy Litigation Section.

Skills:

- Paralegal degree or certificate strongly preferred.
- Ability to work well with assigned supervisors, and ability to communicate effectively with colleagues, attorneys, and court staff.
- Working understanding of State of Indiana court procedures and policies, along with State and federal statutes.
- Working knowledge of legal research methods, English usage and grammar, basic writing skills, spelling and vocabulary.
- Working knowledge of word processing and computer equipment and software.
- Knowledge that confidential legal information may not be disclosed; must not divulge any confidential legal information.

- Regular computer use is required with ability to operate case and document tracking systems, word processing software, spreadsheet software, and e-mail software.
- Working knowledge of electronic filing procedures for state and federal courts.
- Apply knowledge of law and legal procedures in drafting legal documents.
- Organize work, plan, and complete assignments with a high volume of cases and potentially short term deadlines.
- Coordinate processing of court actions with the assigned attorney.
- Ability to prepare statistical reports for the Indiana Department of Transportation.
- Ability to take diligent notes if necessary and/or digest verbal communications in an efficient and effective manner.
- Dedication to attendance and working the allotted amount of time on a weekly basis.